

DATA, EXAMS & SYSTEMS MANAGER PERSON SPECIFICATION

ATTRIBUTES/ REQUIREMENTS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EDUCATION, QUALIFICATIONS AND VOCATIONAL TRAINING	<ul style="list-style-type: none"> • GCSE English and Maths at grade 4/C or above • Willingness to obtain and/or enhance qualifications and training for development in post. • Highly skilled user of Excel. 	<ul style="list-style-type: none"> • Relevant degree • Further accredited study 	Certificates Application Interview
RELEVANT EXPERIENCE/ SKILLS	<ul style="list-style-type: none"> • Excellent knowledge of systems used for data analysis such as SIMS, Excel and SISRA. • Significant experience of extracting, interpreting and forecasting complex data for pupils and students for the purpose of raising achievement. • Experience of tracking data and producing accurate and well-presented reports. • Experience of managing exams and excellent knowledge of the requirements for examination entries for GCSE, A Level and Vocational Technical Qualifications. • Knowledge and understanding of successful assessment and reporting structures and procedures. • Experience of the performance indicators used to evaluate school performance. • Evidence of the ability to work to high standards of accuracy, including the ability to analyse and work methodically with an eye for detail. • High levels of literacy and communication skills. • Ability to build strong relationships and networks with stakeholders. • Self-motivated with the ability to work with minimal supervision. 	<ul style="list-style-type: none"> • Experience of leading a team. • Experience of leading and managing change. 	Application Interview References
PERSONAL CHARACTERISTICS	<ul style="list-style-type: none"> • Able to work in and adapt to a fast-paced, changing environment. • Able to problem solve and develop solutions. • Ability to handle confidential information. • Effective time management skills and able to take responsibility for workload and to prioritise tasks. • Able to work collaboratively with others. 		Application Interview References

	<ul style="list-style-type: none"> • Demonstrates a positive attitude, professionalism, passion, energy and a willingness to support all students, staff and other stakeholders. • Demonstrates integrity, fairness and consistency in all working practices. • Motivated and committed to continuous improvement. • Good level of attendance and punctuality 		
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The post is subject to a satisfactory record check being undertaken by the Disclosure & Barring Service